



LEGEND:

LOGISTICS OFFICE
On Duty Strength - 31 October 1954

RECAP:



25X1A

LEGEND:

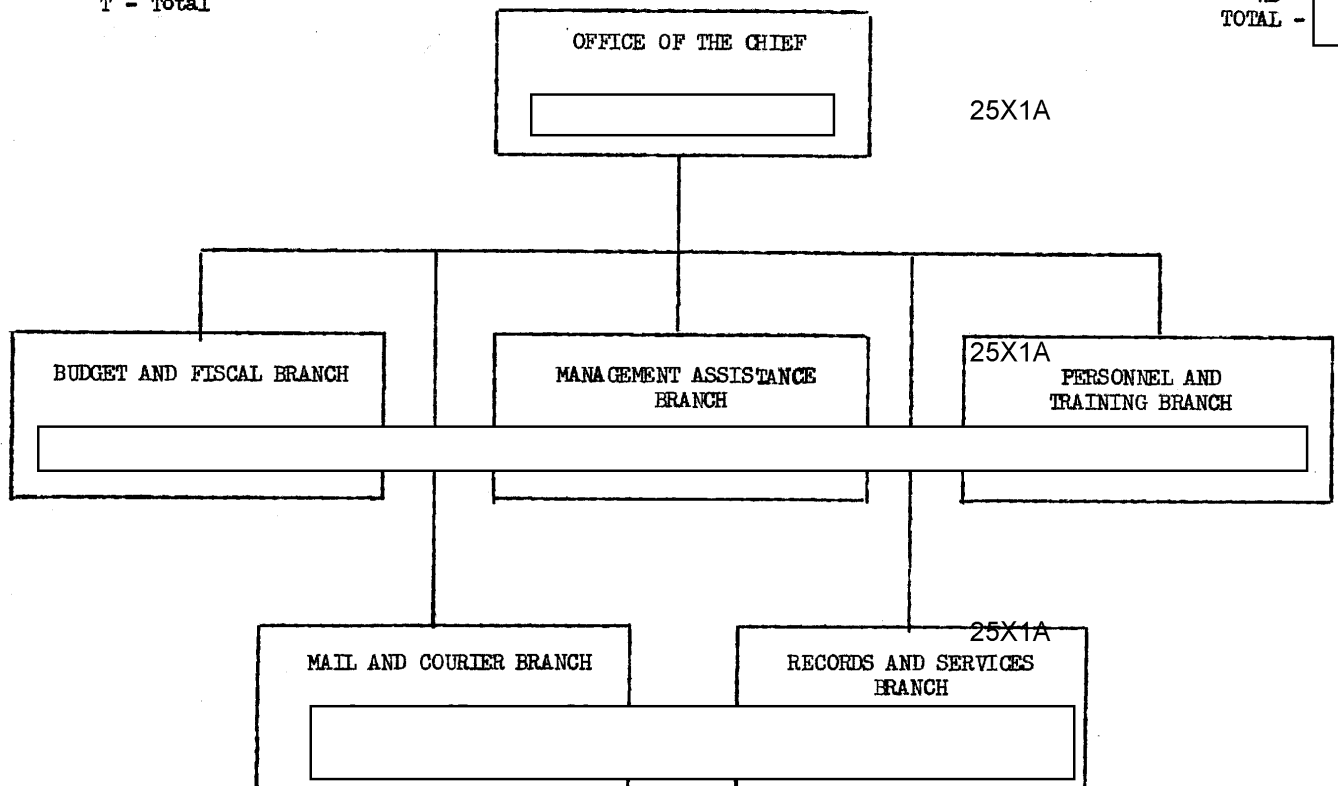
P - Professional
C - Clerical
CPC - Crafts, Protective
and Custodial
WB - Wage Board
T - Total

S E C R E T

ADMINISTRATIVE STAFF
On Duty Strength - 31 October 1954

RECAP:

P -
C -
CPC -
Total Classified -
WB -
TOTAL -



S E C R E T

25X1A

LEGEND:

P - Professional
M - Military
C - Clerical
T - Total

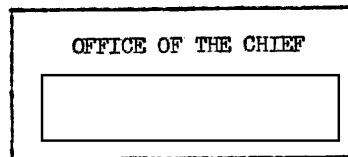
PLANNING STAFF

On Duty Strength - 31 October 1954

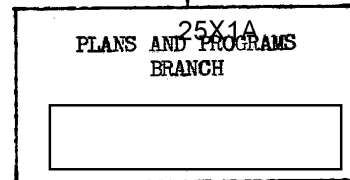
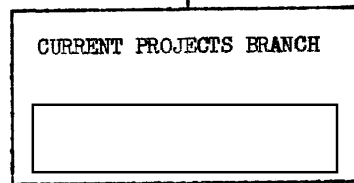
RECAP:

P -
C -
Total Classified -
M -
TOTAL -

--



25X1A



25X1A

S E C R E T

25X1A

LEGEND:

P - Professional
C - Clerical
WB - Wage Board
T - Total

PRINTING AND REPRODUCTION DIVISION
On Duty Strength - 31 October 1954

RECAP:

P -
C -
Total Classified -
WB -
TOTAL -

OFFICE OF THE CHIEF

25X1A

PRODUCTION AND CONTROL
STAFF

25X1A

25X1A

(SPECIAL PLANTS BRANCH

PHOTOGRAPHY BRANCH

PRINTING BRANCH

PLANT SERVICES BRANCH

S E C R E T

25X1A

S E C R E T

LEGEND:

P - Professional
M - Military
C - Clerical
SA - Staff Agent
T - Total

PROCUREMENT DIVISION
On Duty Strength - 31 October 1954

RECAP:

P
C
SA
Total Classified
M
TOTAL

OFFICE OF THE CHIEF

--

25X1A

ADMINISTRATION AND
CONTROL STAFF

--

CONTRACT BRANCH

--

SPECIAL PURCHASE BRANCH

--

25X1A
PURCHASE BRANCH

--

S E C R E T

LEGEND:

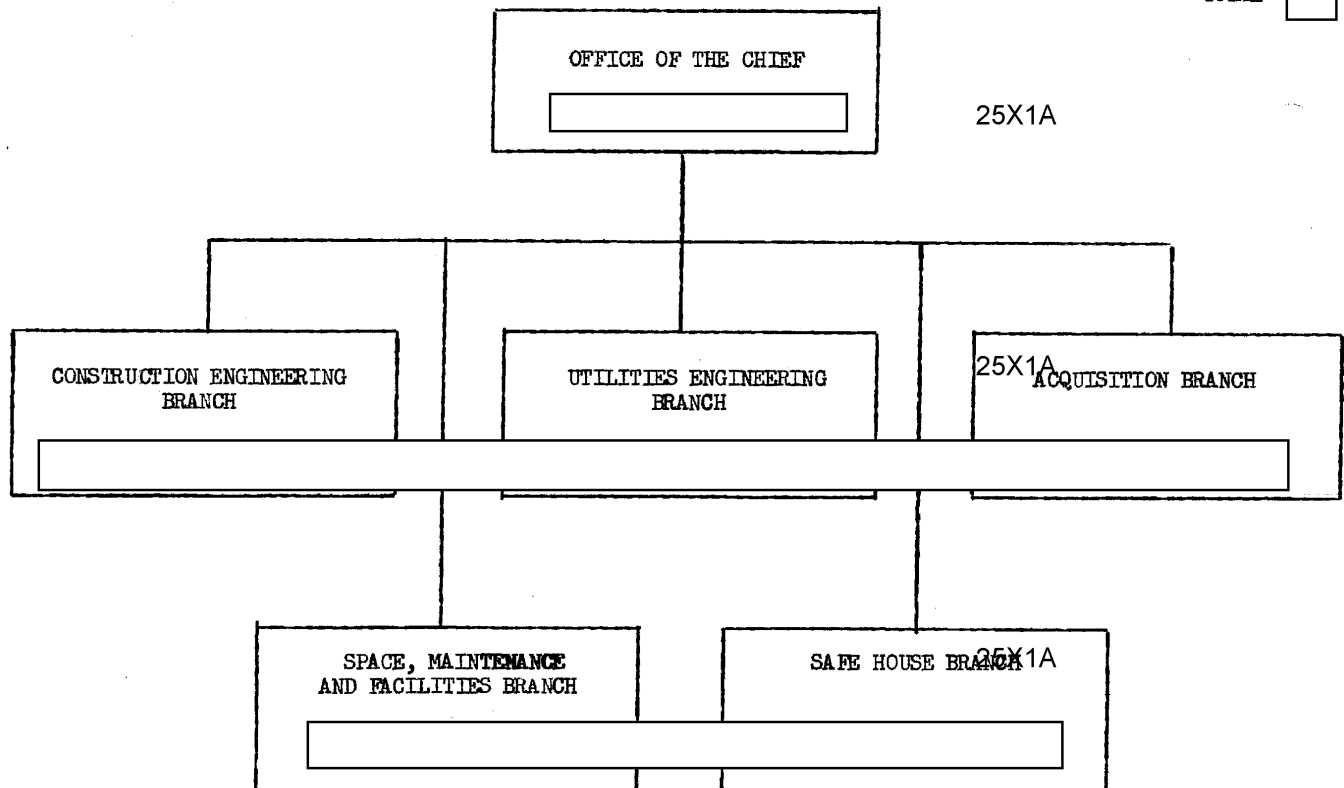
P - Professional
M - Military
C - Clerical
T - Total

S E C R E T

REAL ESTATE AND CONSTRUCTION DIVISION
On Duty Strength - 31 October 1954

RECAP:

P	
C	
M	
TOTAL	



S E C R E T

25X1A

SUPPLY DIVISION

On Duty Strength - 31 October 1954

LEGEND:

P - Professional
M - Military
C - Clerical
WB - Wage Board
T - Total

RECAP:

P -
C -
Total Classified -
M -
WB -
TOTAL -

OFFICE OF THE CHIEF

25X1A

CONTROL STAFF

25X1A

IDENTIFICATION AND
CATALOGING BRANCH

25X1A

25X1A

STORAGE OPERATIONS BRANCH

ORDNANCE BRANCH

25X1A

25X1A

SUPPLY OPERATIONS BRANCH

25X1A

25X1A

25X1A

25X1A

1A

S E C R E T

25X1A

LEGEND:

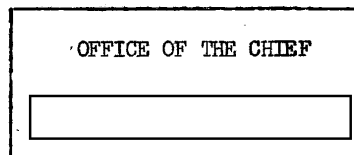
P - Professional
M - Military
C - Clerical
CPC - Crafts, Protective
and Custodial
WB - Wage Board
T - Total

S E C R E T

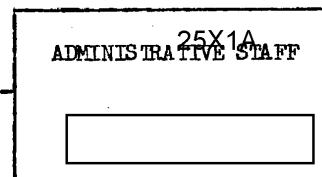
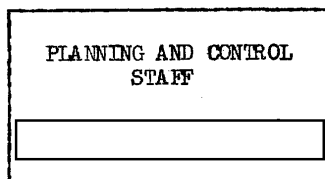
TRANSPORTATION DIVISION
On Duty Strength - 31 October 1954

RECAP:

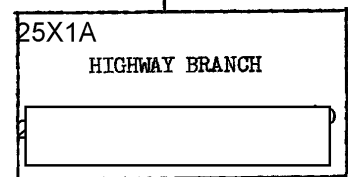
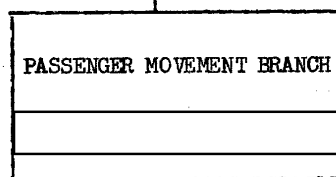
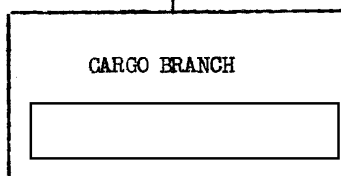
P	
C	
CPC	
Total Classified	
M	
WB	
TOTAL	



25X1A



25X1A



25X1A

S E C R E T

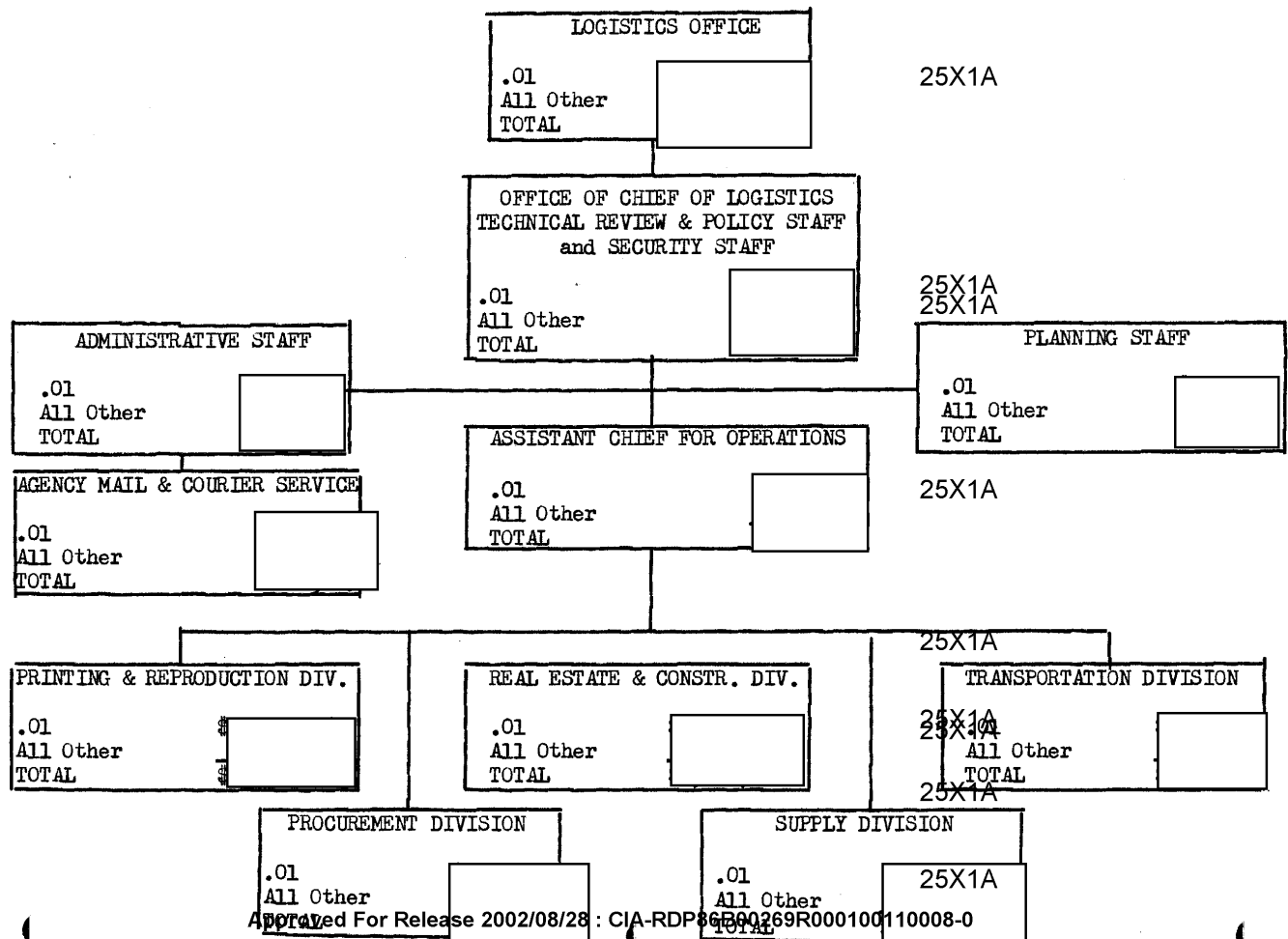


Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110008-0

~~SECRET~~

LOGISTICS OFFICE

BUDGET STATEMENT - FISCAL YEAR 1955





~~SECRET~~

TAB A

LOGISTICS OFFICEFUNCTIONS AND ACTIVITIES

Section 102 (d) of the National Security Act of 1947 sets forth the duties of the Central Intelligence Agency and, inherently, provides authorization for the conduct of logistics and other support activities necessary for the accomplishment of such duties. Paragraphs 15, 16, and 17, CIA Regulation [redacted] set forth the functions assigned to the Logistics Office and the major organizational structure authorized. This regulation provides that, under the Deputy Director for Administration, the Chief of Logistics "...is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for providing selected administrative services for the Agency."

25X1A

OFFICE OF THE CHIEF OF LOGISTICS

The Chief of Logistics provides the executive and administrative direction of the Logistics Office in the performance of assigned functions. He is responsible for: the development and implementation of programs, policies and procedures for the logistical support of all Agency activities; the determination of facilities required to support world-wide operations and for securing them; the operation of domestic supply facilities; the review of the efficiency and effectiveness of technical logistics activities outside the United States; and the consolidation of strategic reserve materiel requirements and their proper geographic distribution.

Five staff elements have been established to assist the Chief of Logistics in directing and controlling effectively all activities of the Logistics Office and to exercise his technical cognizance over logistics activities performed elsewhere in the Agency. Areas covered by these elements are: Planning, Operations, Administration,

~~SECRET~~

SECRET

Security, and Review (or inspection). This arrangement enables him to maintain close contact with all facets of his organization through five key officials. The internal organizational structures and functions of divisions and staffs of the Logistics Office were approved by the Deputy Director for Administration in July 1954 and are detailed in Logistics Instructions, Series 1-140.

PLANNING STAFF

The Planning Staff is responsible for keeping the Chief of Logistics informed relative to current and long range plans of the Agency, the Department of Defense, the Department of State, and other elements of Government insofar as such plans may involve logistical support implications. The Staff provides planning guidance and assistance to Logistics Office personnel and Agency officials responsible for operations; determines the logistical feasibility of operational plans and the probable capabilities of the Agency to provide logistical support for such plans; and performs other related planning functions required.

Logistics planning is essential to insure the timely and adequate support of Agency operations and to provide the technical guidance necessary in the development of the logistical implications of operational plans, programs, projects and activities. Logistics annexes to operational plans are examined carefully to assure that the logistical requirements specified are realistic and appropriate and to ascertain whether the requirements can be fulfilled within existing resources or must be procured. Basically, there are two types of planning that are required to accomplish the logistical support for the Agency--current planning and long range planning.

Current Projects Branch

This Branch is responsible for the evaluation of logistics implications for all current operational plans insofar as their

- 2 -

SECRET

SECRET

feasibility for logistical support is concerned. The Branch is concerned primarily with projects that are under way or will be implemented in the immediate future. This planning results in the submission of requisitions for materiel, facilities and services to accomplish specific and immediate operations.

Plans and Programs Branch

This Branch prepares or assists in the preparation of plans covering requirements for long range Agency operational programs of any component of the Agency. This planning results in the initiation of timely procurement action for items requiring a long lead time, the establishment of advance supply base facilities, the development of logistical data and studies designed to furnish guidance in the evaluation of logistical implications of long range operational plans. The Branch also is responsible for the consolidation of strategic reserve materiel requirements and the determination of the proper world-wide distribution of materiel resources in support of hot war or other emergency conditions.

TECHNICAL REVIEW AND POLICY STAFF

This Staff reviews the performance of all elements of the Logistics Office and logistics activities performed elsewhere in the Agency (domestic and overseas) and recommends action necessary to improve the effectiveness, efficiency and economy of such operations. The Staff also reviews recommendations for the establishment of new logistics policy and changes to existing policy and accomplishes other special high level assignments as directed by the Chief of Logistics.

In order to accomplish the logistics support for world-wide Agency operations, it is necessary to delegate authority to other persons and organizational elements to take completed action on many logistics matters. Requisite to this delegation is the

SECRET

~~SECRET~~

establishment and promulgation of policies and procedures by which officials at all levels may be guided. These are issued in the form of regulations, handbooks, and other directive material. These directives must be carefully reviewed in order to assure that the policies contained therein are consistent and sound and provide for the most effective, efficient, and economical accomplishment of logistics activities. A further requisite to this delegation of authority is the review of logistics activities throughout the Agency so as to assure compliance with the policies and procedures prescribed. This review also is necessary in order to keep abreast of operative problems as they develop and to provide immediate preventive and remedial measures. It is not possible for the Chief of Logistics personally to make a detailed review of all directive material pertaining to logistics and all logistics activities throughout the Agency. Accordingly, the Technical Review and Policy Staff acts for the Chief of Logistics relative to such matters and serves as his "eyes and ears" in the examination of the effectiveness and efficiency of world-wide logistics operations.

SECURITY STAFF

The Security Staff furnishes advice and assistance to the Chief of Logistics and other officials of the Logistics Office relative to operational security matters and accomplishes assigned security functions such as classified contract security, physical security inspections of contractor's plant, briefings of contractors, security inspection of Logistics Office activities, and the processing of requests for security clearances.

This Staff controls the disclosure of Agency classified information relating to Logistics Office operations. The unintentional and therefore improper disclosure of classified information through the accomplishment of normal logistics operations is anticipated and avoided by prior planning and the analysis of proposed projects and programs. The intentional disclosure of classified information to authorized individuals outside the Agency necessary to secure their assistance and support for the accomplishment of Agency logistics objectives is controlled by inspections, briefings, and secrecy agreements with individuals concerned after security clearances for such persons have been obtained through established channels.

~~SECRET~~

SECRET**ADMINISTRATIVE STAFF**

This Staff is responsible for the accomplishment of administrative functions for the Logistics Office, including personnel, budget, training, records, mail, management assistance, and office services. The Staff also is responsible for the operation of a centralized mail and courier service for Agency headquarters.

Office of The Chief

Provides immediate direction over the Staff in accomplishing functions assigned.

Budget and Fiscal Branch

This Branch issues instructions and provides assistance relative to the submission of budget data by components of the Logistics Office, prepares the consolidated budget for the Logistics Office, and performs those fiscal activities within the Office which are centralized. The Budget Officer also maintains a system of internal allotment accounts and expenditure of funds records and supplies information regarding the availability of funds for Logistics Office programs, projects, and activities.

In addition to budgeting for activities, projects and functions under the cognizance of the Chief of Logistics, the Budget Officer collaborates with other Agency components in the development of their budgetary requirements for operational materials, facilities and transportation services.

- 5 -

SECRET

SECRETMail and Courier Branch

This Branch furnishes Agency mail and courier services for approximately 90 buildings in the Washington area. In addition to receiving, dispatching, and delivering mail and other documents to and within these buildings, a large portion of the workload of this Branch consists of the movement of intelligence materials between the Agency and other Government agencies. Approximately 750,000 accountable documents and other materials were distributed to destinations outside the Agency during FY 1954.

Management Assistance Branch

This Branch provides for the control, coordination, review, and publication of regulatory issuances; controls and makes recommendations relative to the organization and staffing of the Logistics Office; and provides assistance to Logistics Office components in the development and improvement of internal operating procedures.

Personnel and Training Branch

This Branch is responsible for developing, recommending and implementing personnel policies, internal personnel management practices and training programs for the Logistics Office within the framework of established Agency personnel policies and regulations. This Branch also administers the Agency Logistics Career Service program as prescribed by the Logistics Career Service Board. The Branch determines Agency technical logistics training requirements, schedules personnel for internal and external training courses and conducts a technical logistics training course for Agency personnel requiring such training.

- 6 -

SECRET

SECRET

Records and Services Branch

This Branch is responsible for administering the Logistics Office Vital Materials Program, conducting physical surveys and developing records control schedules for all Logistics Office records, distributing regulatory material and other mail within the Logistics Office, controlling highly classified materials, furnishing assistance in the establishment of uniform filing systems throughout the Logistics Office and for maintaining central records as directed.

ASSISTANT CHIEF FOR OPERATIONS

Coordinates the activities of, and furnishes continuing daily direction to, the five operating Divisions; keeps the Chief of Logistics informed relative to the status of current projects, the operational workload, and the requirements of operating divisions to accomplish present and future logistics operations; provides immediate policy and managerial control for the operating divisions of the Logistics Office.

PROCUREMENT DIVISION

The Procurement Division serves as the centralized procurement element for the Agency and provides technical guidance in the procurement of materiel and non-personal services for the Agency. The Division develops and implements policies, procedures, methods and standards for procurement throughout the Agency. Section III of the Central Intelligence Agency Act of 1949 prescribes the authority of the Agency with regard to the procurement of supplies and services. This section authorizes the Agency to exercise certain authorities provided in the Armed Services Procurement Act of 1947. Section 502 (d) (17) of the Federal Property and Administrative Services Act of 1949 permits the Agency to procure directly, rather than through

SECRET

SECRET

the General Services Administration, when necessary. Except when operational necessity dictates otherwise, Agency procurement is accomplished in accordance with procedures and policies set forth in Armed Services Procurement Regulations.

Office of the Chief

Provides immediate direction over all activities of the division in the accomplishment of functions assigned.

Administration and Control Staff

This Staff receives and controls requisitions and correspondence forwarded to the Division; compiles and evaluates statistical data pertaining to the operations of the division and recommends administrative action required;

--	--	--

25X1

Contract Branch

This Branch negotiates contracts for materiel and services in instances (except for covert purchases) where the amount involved exceeds \$2,000. The Chief of this Branch is authorized to serve as the contracting officer for all contracts involving expenditures of \$50,000 or less and serves as the principal reviewing officer in

SECRET

SECRET

contracts exceeding that amount (which must be signed by the Division Chief or the Chief of Logistics). The Branch also: reviews and directs the preparation of technical specifications for materiel to be procured; administers all contracts awarded by the Branch; inspects or provides for the inspection of materiel procured prior to acceptance and during production; inspects the facilities of prospective contractors to ascertain the capability of bidders to perform and to develop additional sources of supply; negotiates the settlement of contracts as required; and prepares the Government's case in disputes with contractors.

Purchase Branch

The Purchase Branch coordinates and accomplishes interdepartmental procurement through the General Services Administration, the Departments of the Army, Navy and Air Force, the Bureau of Federal Prisons Industries, Inc., the Government Printing Office, and others; and solicits competition and determines awards under informal contracts for purchases to be made in the open market in amounts not exceeding \$2,000.

Special Purchase Branch



25X1A

SECRET

SECRET

25X1A

SUPPLY DIVISION

25X1 The Supply Division is responsible for receiving, accounting for, storing, issuing and disposing of Agency materiel handled [redacted] for the development, implementation and maintenance of policies, procedures, methods and standards for the operation of Agency's supply system. The Division is responsible for the operation of [redacted]

25X1A [redacted] This Division also is responsible for the distribution and storage of strategic reserve materiel.

25X1A
25X1A
25X1A**Office of the Chief**

Provides immediate direction over all activities of the Supply Division; exercises such controls as are necessary to assure the effective and efficient accomplishment of all functions assigned to the Supply Division.

Control Staff

Develops and coordinates regulatory issuances pertaining to supply policies, procedures and operations throughout the Agency;

- 10 -

SECRET

SECRET

conducts studies of specific operating problems throughout the Division and recommends action necessary to eliminate bottlenecks, improve efficiency and provide most effective service; evaluates the effectiveness of specific supply operations through the use of periodic reports, work measurement records and other statistical data; assists in the implementation of directives from higher authority having a major effect on existing policies and procedures.

Supply Operations Branch

25X1 This Branch reviews and consolidates forecasts of materiel requirements and initiates action to procure items to meet foreseeable demands; establishes and maintains stock levels of materiel [redacted] to meet current requirements and directs the distribution of strategic reserve materiel to meet planned requirements; ascertains the extent of property on hand that is excess to the needs of the Agency and materiel that is obsolete and initiates disposition action; receives and processes all requisitions for materiel required in Headquarters and field activities and initiates appropriate supply action; schedules and supervises periodic inventories of materiel [redacted] and effects necessary reconciliation of inventories with property records; determines items that are in critical supply and develops and administers appropriate control measures to regulate issues of available stocks; maintains stock accounting records for materiel located [redacted] at detached stations overseas; and maintains records of all Agency vehicles, regardless of geographic location and type of assignment.

25X1

ORDNANCE BRANCH

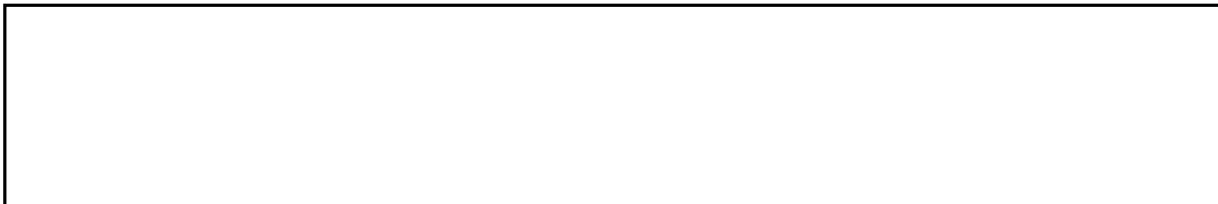
25X1 The Ordnance Branch develops and assists in the implementation of procedures and instructions concerning the care and preservation, testing, inspection, renovation, storage, and maintenance of all Agency ordnance materiel: [redacted]

25X1

SECRET

SECRET

25X1



Storage Operations Branch

This Branch determines overall requirements for storage space, materials and equipment required for the operation of domestic storage facilities; monitors the surveillance inspection, repair and rehabilitation programs conducted [redacted] for all Agency materiel (except ordnance items); develops Agency-wide operating standards relative to the storage, packaging and preservation of materials and the operation of warehouses; conducts technical studies designed to provide improved specialized packaging techniques for Agency materiel required for caching or other types of long term storage under varying storage conditions; provides technical advice to other elements of the Agency relative to storage and packaging problems.

25X1

Identification and Cataloging Branch

This Branch is responsible for the development of item descriptions and nomenclature and for the assignment of appropriate stock numbers to all items of materiel procured for and used in the Agency. The Branch also provides technical assistance in the identification of all Agency materiel. In the performance of these functions, the Branch: conducts necessary technical and engineering research; prepares item descriptions and item identification data; assigns appropriate federal stock numbers and Agency stock numbers; maintains a complete technical library of commercial, Department of Defense and other Government stock catalogs; issues special and periodic catalogs of materiel stocked by the Agency; and provides technical assistance for domestic and overseas field activities relative to the use of Agency catalogs and the identification of Agency property.

- 12 -

SECRET

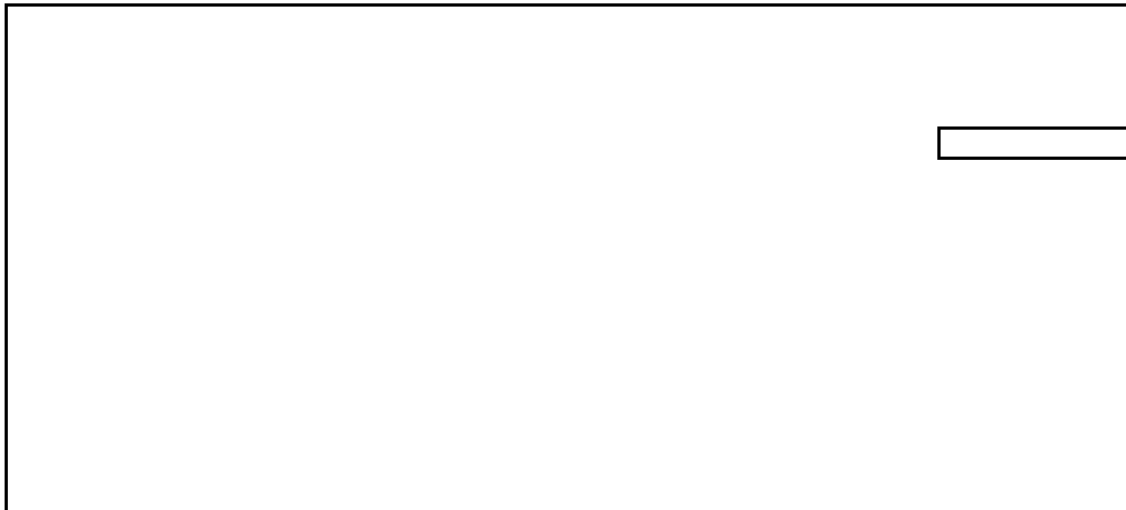
25X1A

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110008-0

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110008-0

SECRET

TRANSPORTATION DIVISION



25X1A
25X1A

The Transportation Division also is responsible for the operation of a motor pool in the Washington area, providing shuttle bus service, passenger car service and trucking facilities within the Washington area and [redacted] ports of embarkation and contractors or other sources of materiel.

25X1

Office of the Chief

Provides immediate direction of the Transportation Division in the accomplishment of functions assigned.

Planning and Control Staff

This Staff keeps the Division Chief informed relative to the status of division work objectives and continuing functions;

- 14 -

SECRET

SECRET

develops and coordinates operational plans required to accomplish short term and long term Division objectives; reviews, coordinates and, when required, develops Agency transportation regulatory issuances and prepares such material in final form for submission to higher authority for approval and promulgation; monitors the preparation and submission of the Transportation Division budget and revisions thereto; and reviews public laws, IOC regulations, regulations of the Department of Defense, General Services Administration and other Government agencies and advises the Division Chief relative to transportation matters included therein.

Administrative Staff

This Staff develops and recommends internal administrative procedures and policies for the Division; maintains a control of internal correspondence and other communications; maintains a current file of publications and directives; prepares personnel action requests pertaining to employees of the Division; prepares travel orders and travel vouchers for the Division personnel; and prepares requests for administrative services.

Cargo Branch

The Cargo Branch plans, arranges for and coordinates all actions required to effect the transportation of materiel by all methods of shipment from the point of origin to destination; processes and issues necessary documents and directs the movement of cargo to ports of embarkation; provides technical advice and assistance to all Agency components relative to the shipment of cargo; assists the Agency Comptroller in the validation of carrier invoices and the processing of vouchers for payment; furnishes shipping instructions to overseas field activities concerning materiel being shipped to domestic destinations; determines the applicability of pertinent laws and regulations concerning the shipment of Agency cargo; secures necessary licenses for the export or import of materiel; and arranges for the inspection of shipments, when

SECRET

~~SECRET~~

necessary, to protect the security of shipments or to obtain exemption from such laws and regulations, when necessary in the national interest.

Highway Branch

The Highway Branch administers the Headquarters motor pool for the Agency, including scheduled and special bus service within the Washington area, passenger service to points not serviced by the Agency shuttle buses and trucking facilities for the transportation of materiel within the United States; provides for the inspection, maintenance and repair of all Agency motor vehicles in the Washington area (within security requirements); and reviews proposed Tables of Vehicular Allowances and makes recommendations pertaining to the types and quantities of vehicles proposed.

Passenger Movement Branch

This Branch exercises staff and technical supervision over transportation matters pertaining to the movement of Agency personnel, their dependents, household effects, privately owned automobiles and baggage; conducts negotiations with commercial carriers and packers, travel agencies, exporters. [REDACTED]

[REDACTED] arranges for the packing and crating of the personal belongings of Agency employees for shipment outside the United States; arranges for necessary clearances and the handling of belongings for employees returning to the United States from overseas assignments; arranges for the storage of personal belongings in the United States when authorized.

25X1A
25X1A

- 16 -

~~SECRET~~

~~SECRET~~REAL ESTATE AND CONSTRUCTION DIVISION

This Division is responsible for providing real estate, construction, housing and utilities required for the accomplishment of Agency operations world-wide. The varied and sensitive nature of Agency activities presents many problems in providing adequate space that are not experienced by other agencies of the Federal Government. This is particularly true in overseas areas and in

Every effort is made to satisfy Agency space requirements through utilization of currently assigned space; however, when this space is not adequate, additional facilities are obtained through (a) other Government departments or agencies, (b) leasing of property, (c) purchase, and (d) construction, in that order of preference.

The Division is responsible for the alteration, maintenance and repair of buildings, facilities and utilities utilized by Agency personnel. In the Washington area, these services are, of course, provided by the General Services Administration, requiring that the Division conduct negotiations for service, evaluate the propriety of requests, establish priorities, etc.

Further, the Division is responsible for the operation of the telephone switchboard and for securing telephone services in Headquarters.

Office of the Chief

Provides immediate direction of the Division in the accomplishment of functions assigned.

Construction Engineering Branch

This Branch provides supervision and staff and technical direction for engineering investigations, designing and construction

- 17 -

~~SECRET~~

25X1

SECRET

activities throughout the Agency; develops construction and repair standards applicable to structures required for Agency operations; reviews bids for the construction of Agency facilities and recommends appropriate action; assists in the negotiation of construction contracts where competitive bids are not involved; reviews contracts executed by field activities under delegated authority; supervises or arranges for the technical supervision of domestic and overseas construction projects; approves or recommends changes in construction contracts; approves or recommends progress and final contract payments; provides technical advice relative to major repairs and alterations to domestic safehouses and other Agency occupied structures.

25X1



Utilities Engineering Branch

This Branch provides supervision or staff and technical direction relative to utilities and engineering requirements concerning power installations, sewer and water systems, heating, air conditioning and refrigeration; develops standards for utilities requirements applicable to structures utilized by the Agency; reviews bids for the construction of utility systems or facilities

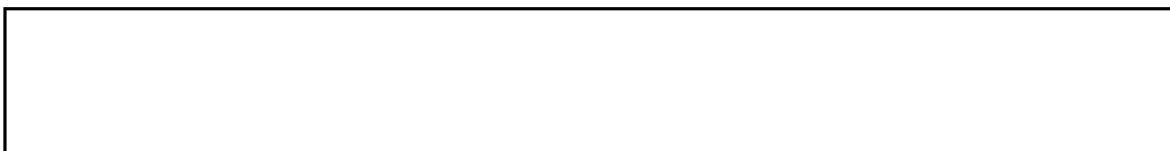
SECRET

SECRET

and collaborates in the negotiation of contracts for such items where competitive bids are not involved; arranges for the technical supervision of contracts involving the installation of utilities; prepares the original design of and writes specifications for new mechanical and electrical facilities; prepares cost estimates for proposed utilities; provides for the inspection and test of new and existing mechanical and electrical equipment as required.

25X1

Safehouse Branch



Space, Maintenance and Facilities Branch

This Branch acquires and assigns all Government owned or leased space required for Agency operations in the departmental area; provides plans pertaining to the construction of a new Agency Headquarters building; plans and arranges for satisfaction of immediate and long range space requirements of the Agency; conducts surveys of the utilization of space; negotiates with the General Services Administration and owners of leased buildings relative to the maintenance, alteration and repair of Agency occupied buildings in the departmental area; provides for all internal moves of Agency offices within the departmental area; secures and assigns parking spaces to all Headquarters activities, maintains records of such assignments, and polices the parking areas; conducts necessary negotiations to provide adequate cafeteria and snack bar facilities in Headquarters buildings; operates the Agency Headquarters telephone switchboard; secures equipment and facilities for teletype, TWX, leased line and private line service; prepares and issues the Agency telephone directory.

- 19 -

SECRET

SECRET

PRINTING AND REPRODUCTION DIVISION

25X1A This Division is responsible for the operation of central printing and reproduction facilities in Headquarters for the accomplishment of Agency printing and reproduction requirements. The primary justification for the establishment and utilization of these facilities is the necessity for absolute security in these activities. Agency requirements for classified printing and reproduction necessitate the establishment of a facility versatile enough to accomplish any type of graphics arts work. The support provided ranges from the simplest collating and stapling tasks to the most intricate and technical type of four-color process printing. Types of materials reproduced include finished intelligence reports, [redacted], motion picture film, etc. [redacted]

25X1A
25X1A

25X1A [redacted] These facilities are operated on a businesslike basis, including the maintenance of production and cost data and, considering the varied nature of printing and reproduction requirements, a high equipment utilization rate is maintained.

Office of the Chief

Provides immediate direction of the Division in the accomplishment of functions assigned.

Production Manager

Serves as the foreman of production throughout the central printing and reproduction, establishes and maintains production standards by organizational unit, process and individual employee and assigns work throughout the plant.

SECRET

SECRET

Production Control Staff

This Staff furnishes advice to the Production Manager relative to plant production planning and scheduling. The function is accomplished on a part-time basis by the Chiefs of the Photography Branch, Plant Services Branch and the Printing Branch. No personnel are assigned to this Staff on a full-time basis.

Photography Branch

This Branch establishes and operates photographic reproduction facilities necessary to meet the over-all requirements of the Agency, the National Security Council and other authorized Government agencies and furnishes technical guidance and assistance to Agency components relative to photographic reproduction problems. The capabilities of this Branch include copying, developing, contact printing, enlarging and reduction from all types and sizes of film and paper, negative retouching, layouts for lithographic presses, micro-photography, and motion picture photography, including the printing and developing of both picture and sound on film.

Plant Services Branch

This Branch provides necessary support service for central printing and reproduction facilities, including: securing maintenance and alterations to buildings, the maintenance and repair of all equipment utilized by the Division and the procurement, storage and issue of all expendable and non-expendable supplies and equipment required by Division operations. This Branch accomplishes the assembly and binding of materials reproduced, involving processes such as collating, perforating, assembling, folding, stitching, drilling and trimming. This Branch also is responsible for the operation of mimeograph machines assigned to the Division.

SECRET

SECRET

Printing Branch

This Branch establishes and operates duplicating, offset and letterpress printing equipment capable of meeting requirements placed upon the Division.

Special Plants Branch



25X1

- 22
SECRET



SECRET

Products of Identification and Catalog Branch, Supply Division, Logistics Office

7 December 1954

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description</u>	<u>Production</u>
<u>Agency Supply Catalog Publications</u> (Classification - Secret)			
<u>Authority</u>			
CIA Regulation dated 23 September 1954			
1. Agency Supply Catalog consists of 7 volumes	Published by volume at irregular intervals based on number of changes. Size of each volume varies according to the number of items contained therein. Total items in 7 volumes approximates 19,000 items of supply contained on approximately 1350 pages at an average of 14 items to a page. To date, 4 volumes, 515 pages, listing 5849 items have been published and the balance scheduled for completion by July 1955.	Contains Federal Item Identification data for repetitive type items in the Agency Supply System. Data includes stock numbers, approved item names, description, unit of issue, expendability status, and standardization and regulatory designators when applicable. Illustrations and reference drawings are included when deemed essential for identification purposes.	300 - 500 copies
2. Agency Supply Catalog Change Bulletins	Size will vary dependent on the number of changes to the Agency Supply Catalog. To be published on a bi-monthly basis.	Lists informative data to correct and maintain the published Agency Supply Catalog on a current basis.	300 - 500 copies

SECRET

SECRET

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description</u>	<u>Production</u>
3. Supplemental Supply Catalog Publications			
a. Pricing Supplement	Currently consists of 121 pages containing approximately 23,000 items of supply. Previously published semi-annually but henceforth to be published annually.	Contains unit prices for all known items in the Agency Supply System.	300 - 500 copies
b. Cross-Reference Listing	Consists of 103 pages containing approximately 8500 items. Next publication to be made on or about July 1955 and thereafter discontinued.	Contains other U. S. Government agencies service stock number cross-referenced to the Federal or Interim Stock Number.	300 - 500 copies
c. Maintenance Parts List	At present consists of 49 pages for 9 major items. 50 major items are expected to be published. Republication will be made on an individual major item basis when engineering changes occur.	Publication, for major items of equipment, contains illustration, technical operating data, and a list of components identified by stock number, circuit symbol, item name, manufacturer's part number, military service number and name of manufacturer.	75 copies
4. Stock Accounting Catalog Letter	Average size is 108 pages for approximately 1300 items. Published on a monthly basis.	Contains current information relative to additions, revisions and deletions to the master nomenclature file such as stock number, abbreviated description, unit of issue, expendability status, and military or civil government stock number.	40 copies

SECRET